



STATE OF HAWAII
WIRELESS ENHANCED 911 BOARD

WIRELESS ENHANCED 911 BOARD

October 28, 2005
10:00 a.m.

Maui Police Department
Chief's Conference Room
55 Mahalani Street
Wailuku, Maui 96793

AGENDA

- I. Call to order
- II. Review of minutes
- III. Committee Updates by Chairs
 - a. Finance Committee
 - b. Technical Committee
 - c. Policies and Objectives Committee
 - d. Administration Committee
- IV. Approval of recommendation on selection of a consultant to perform the duties of an Executive Director
- V. Announcements
- VI. Next meeting date
- VII. Adjournment

Wireless Enhanced 911 Board Minutes of October 28, 2005 Meeting

Board Members in Attendance: Roy Irei, Gordon Bruce, Paul Ferreira, Pete Jaeger, Jeff Yamane, Dexter Takashima, Joel Matsunaga, Milton Matsuoka, Richie Nakashima, Russ Saito, John Cole. Staff in attendance: Kerry Yoneshige (Department of Accounting and General Services) and Patricia Ohara (Department of the Attorney General).

1. The Chair called the meeting to order at 10:00 a.m.
2. The minutes of the September 29, 2005 meeting were approved subject to correction of spelling errors.
3. Finance Committee Report: Joel reported the following.
 - General fund had approximately \$6.7.
 - Maui Police Department request for reimbursement paid from grant funds.
 - Intrado invoice has been received and will be paid based on recommendation from the Technical Committee.
4. Technical Committee Report:
 - Pete distributed the draft report from Intrado to Board members for review and comments. Key comments on the draft were:
 - a. Clarification and refinement of the information on the staffing schedule via Intrado directly communicating with the individual PSAPs to validate/revise information/data presented. Areas of clarification include the positions included in the position counts and scope of calls covered by 911 call volume.
 - b. A point of consideration made that due to the addition of more providers of information and services for phase II enhanced wireless 911 service, an emergency telephone conference bridge may need to be established to identify and resolve problems on an expedited basis.
 - c. The Board has to approve the final report.
5. Policies and Objectives Committee:
 - John reported that work was continuing on the formulation of reimbursement policies
6. Administration Committee:
 - The Administration Committee met with Akimeka LLC to get additional details on their proposal and identification of the executive director. The discussion included a conference call with Akimeka LLC's subcontractor in the proposal.
 - Based on the Administration Committee's meeting and additional information received from Akimeka LLC, recommendation was made to

proceed with contract negotiation. Recommendation was approved by the Board.

7. The Board requested that legislation be prepared by the Policies and Objectives Committee that would allow the Board to:
 - Have discretion on the allocation of reimbursement between the PSAPS and wireless carriers in the event the later group incurred costs greater than that allowed under the current statute.
 - Allow the wireless enhanced fund the ability to reimburse certain PSAP operating expenses incurred as a result of offering enhanced wireless 911 service. Payroll costs would not be eligible for reimbursement.
8. The next meeting will be on November 10 in the Comptroller's Conference Room in the Kalanimoku building on Oahu.
9. Meeting was adjourned at 11:35 a.m.

Hawaii Enhanced 911 Board Meeting
Technical Committee Report- Pete Jaeger Chairman

October 28, 2005

1. Grant consultant – Intrado update.

a. Intrado's Draft report.

b. Hawaii Data stream

- Test completed by NPI and Maui County

*Hi Hi Telco
Seld has name of number ~~com~~ carrier*

2. Carrier updates on Maui (911 deployment):

a. Sprint and Verizon on hold at request of Maui County

b. T Mobile & Cingular update from Roy and Jeff.

Respectably submitted by Pete Jaeger

Jaeger, Pete

From: Goodloe, Ben [bgoodloe@Intrado.com]
Sent: Thursday, October 27, 2005 7:06 PM
To: Jaeger, Pete
Cc: Metivier, Tina
Subject: Draft sections 3 and 4 of the Intrado Wireless report
Attachments: Section 3 - PSAP Capabilities.doc; Section 4 - PSAP Readiness Assessment.doc

Pete,

As we discussed this afternoon, I am delivering to you for review and input, our drafts of section 3 – PSAP Capabilities Overview and section 4 – PSAP Readiness Assessment. Since these two sections are, in my opinion, some of the initial information that the Board needs to see, I wanted to get that part of the report to you for review first. The final subsection of Section 3 is still to be written, which is Overall Observations.

So, at a very high level, the talking points for the Board meeting tomorrow are:

- We have an interim solution that can immediately be deployed to resolve the Company ID issue for Maui PD. This will allow us to resume deployments for remaining carriers in Maui. I will follow up with Tommy on finalizing details.
- All of the State's PSAPs meet the minimum criteria for deploying Wireless Phase I and Phase II service. Recommendations for upgrades are focused on CAD interface issues, most of which should be able to be resolved within the next 6 months. I'm in the process of working on any applicable cost estimates.
- Hawaiian Telecom will be transitioning their database management services from Verizon to Intrado in early 2006 (January/February timeframe). Once completed, Hawaiian Telecom will be able to provide E2+ protocol, which will completely eliminate the current issue of Company ID in Maui.
- The Hawaiian Telecom conversion to Intrado database services will not impact our proposed implementation of Wireless services with exception of a requested hold on conversions for an approximately 6 week time period. Any deployments completed prior to the conversion will not be affected.

Again, as we discussed, I will be available during the Board meeting, so if there is opportunity or need for me to join via teleconference, just let me know and I will be happy to call in.

Thanks, and we'll talk again soon.

<<Section 3 - PSAP Capabilities.doc>> <<Section 4 - PSAP Readiness Assessment.doc>>

Ben D. Goodloe, ENP

10/28/2005

Manager, Program Account Management/Direct Program Manager
Direct Business Unit

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10/28/2005

October 22, 2005

TO : STATE OF HAWAII, WIRELESS ENHANCED 911 BOARD
FROM :  PAUL K. FERREIRA, MAJOR, HAWAII POLICE DEPARTMENT
WIRELESS E911 BOARD ADMINISTRATIVE COMMITTEE
SUBJECT : ADMINISTRATIVE COMMITTEE REVIEW RECOMMENDATION FOR
THE EXECUTIVE DIRECTOR POSITION

On September 29, 2005, during the State of Hawai'i, Wireless Enhanced 911 Board (Board), the Administrative Committee (Committee) consisting of myself, Technical Operations Manager Peter Jaeger, Nextel Partners, Captain Milton Matsuoka, Maui Police Department and Assistant Police Chief Richie Nakashima, Maui Police Department, presented the Board with the results of the evaluations conducted of the four (4) proposals for the Executive Director position.

As a result of discussion during the meeting, the Committee was tasked with conducting additional inquiry into AKIMEKA LLC, the company that was recommended for consideration as a viable candidate for the Executive Director position.

On October 13, 2005, the Committee with the exception of Captain Milton Matsuoka (excused), met with representatives of AKIMEKA LLC, at the Kalanimoku Building, in Honolulu.

Representing AKIMEKA LLC, was Mr. Jeff Gaylord, Senior Information Technology Consultant, and Mr. Philip Kahue, Director, Strategic Planning; in addition a telephone conference was established during the meeting with Mr. William Doolittle, 911 Insight.

Prior to our meeting a letter (copy attached) was sent to AKIMEKA LLC, requesting additional information be presented at the meeting regarding their proposal. In response to our written inquiry Mr. Kahue, presented the Committee with documents (copies attached) to clarify the issues being raised to include a breakdown of hours for each of the task identified for the Executive Director Position.

In summary, the following responses to our written inquiry were clarified during the meeting:

1. AKIMEKA, LLC, will provide "on-site" day-to-day fiscal responsibilities for the Board, to include the Operational, Administrative, Fiscal, and Reporting Requirements. 911 Insight will provide subject matter expertise to AKIMEKA and the Board; 160 to 315 hours of service annually for Technical Oversight and Independent Review.

SUBJECT : ADMINISTRATIVE COMMITTEE REVIEW RECOMMENDATION FOR
THE EXECUTIVE DIRECTOR POSITION

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2. Mr. Philip Kahue, AKIMEKA LLC, will be designated as the Executive Director, attending the Board meetings and providing 1,685 to 1,840 hours of service annually to the Board. His qualifications include (21) years of management experience with the U.S. Army (Resume Attached).
3. Financial Oversight will be provided by Mr. Joe Rowell, Controller, AKIMEKA LLC, based at their corporate office in Maitland, Florida. AKIMEKA LLC also has staff locally to accommodate any fiscal issues that may be raised by the Board.
4. Concerning the Price Quotation that AKIMEKA LLC, provided as part of their proposal, additional clarification was provided listing a breakdown of estimated hours both monthly and annually for each of the task identified in the Board's Request for Proposal.

In addition, the following points were discussed at the meeting:

- ❑ AKIMEKA LLC, currently employs approximately eighty-five (85) full time employees with offices in Honolulu, Maui, and Maitland, Florida. These employees are not on a contract basis, but are assigned to different projects as needed.
- ❑ AKIMEKA LLC, inquired as to any staffing being provided by the Board, and was advised that they would need to provide all of the necessary staffing to accomplish the tasks assigned by the Board. It was clarified that AKIMEKA LLC, currently employs staff with necessary expertise to assist Mr. Philip Kahue, the designated Executive Director, to fulfill the requirements of the Board.
- ❑ AKIMEKA LLC, if selected would provide the Board with a detailed monthly breakdown of hours for tasks relating to the Board's activities for accountability.
- ❑ Although, Mr. Kahue, personally does not possess experience in testifying or preparing Legislation, AKIMEKA LLC, does have staff with the necessary experience and qualifications.
- ❑ AKIMEKA LLC, is prepared to begin providing the Board with Executive Director services immediately after being notified of the award.
- ❑ AKIMEKA LLC and Mr. William Doolittle is prepared and qualified to assist the Board in developing necessary policies and procedures with regards to the dissemination of funds from the E911 Surcharge account. In addition, Mr. Doolittle, expressed that he has assisted in the development of Wireless and/or Wireline 911 implementation for the states of Alaska, Idaho, and Oregon.

**SUBJECT : ADMINISTRATIVE COMMITTEE REVIEW RECOMMENDATION FOR
THE EXECUTIVE DIRECTOR POSITION**

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- Although, AKIMEKA LLC, submitted the proposal to Board, indicating that they teamed up with 911 Insight, through the discussions at the meeting, it appears that Mr. Doolittle, may have initiated the dialogue to submit the joint proposal.

Having completed the review of AKIMEKA LLC along with 911 Insight, the Committee recommends that AKIMEKA LLC be awarded the contract to provide the Board with Executive Director services.

If approved by the Board, the Committee will work with the Department of Accounting and General Services, as well as the Office of the Attorney General to prepare a contract for services for AKIMEKA LLC.

Enclosures

STATE OF HAWAII
WIRELESS ENHANCED 911 BOARD

October 4, 2005

Mr. Courtney Tagupa
Director of Contracts
Akimeka, LLC
1600 Kapiolani Blvd., Suite 530
Honolulu, Hawai'i 96814

Dear Mr. Tagupa:

This responds to your August 30, 2005, proposal submitted in response to the State of Hawai'i Wireless Enhanced 911 Board's (Board) posting of a Request for Proposals for an Executive Director.

On September 23, 2005, the Board's Administrative Committee convened a meeting to review the proposals submitted for the Executive Director position. After reviewing your company's proposal, the members of the Administrative Committee wishes to schedule a meeting with representatives from your company to discuss your proposal and obtain clarification on certain items.

Some of the areas that need to be clarified include the following and the Committee may have other questions regarding your proposal:

1. Proposal indicates that your company has teamed up with Mr. William Doolittle, 911 Insight, to provide for the services the Board is seeking. Need clarification as to what areas of responsibility will befall your company and then those of Mr. Doolittle.
2. In the Proposed Work Plan of your proposal, under Task 1, you indicate that your company would provide a designated individual who would perform the duties of the Executive Director. Need to identify who this individual will be as well as this person's qualifications.
3. Reference the Proposed Work Plan of your proposal, under Task 3, Provide Financial Oversight, could your company provide the Board with information and qualifications of the person(s) that will be performing these duties.
4. Concerning the Price Quotation provided, please provide additional clarification to the Board about the duties that will be performed as it relates to the number of hours estimated.

We would like to meet with the representatives from your company on October 13, 2005, at 10:00 a.m. at the Department of Accounting and General Service, Comptroller's Conference Room 410, Kalanimoku Building, 1151 Punchbowl Street, Honolulu, Hawai'i 96813. Please contact me at (808)961-2261 or via e-mail pferreira@co.hawaii.hi.us, to confirm your attendance at the meeting or to schedule another date and time.

Sincerely,

PAUL K. FERREIRA
CHAIRMAN, ADMINISTRATIVE COMMITTEE
C/O: Hawai'i Police Department
349 Kapiolani Street
Hilo, Hawai'i 96720